

NOTICE:
Town of Rockland
ROCKLAND TEEN CENTER MEETING MINUTES:
Monday, October 5th at 7:30 PM

Location: Community Center Bldg. Union Street

Agenda:

Meeting start time: 7:45pm

Attendees:

Nicole Hutchko, Rich Furlong, Jeanne Blaney, Kirsten Macdonald, Mark Underwood

Absent: Renee Armstrong

Agenda:

- **New Business**
 1. Introductions
 2. Membership Software/Sign in
 3. Volunteers/Volunteer recruitment
 4. Employee vacations
 5. Employee checklist
 6. Calendar of activities
 7. Supply shopping
 8. General Discussion/Questions for new business

New Business:

1. Introductions were made by Nicole Hutchko.
2. Welcome Don Cahill as the 4th employee at the TC. We all look forward to a wonderful year with the extra set of hands.
3. Jeanne is working diligently to get the TC newer working computers and software installation to start the key tag process. We are looking to be in full swing within a month.
4. Volunteer /new volunteers.
 - ◆ We had several people fill out cori forms and we are looking forward to having them volunteer for us.
 - ◆ 2 RMS/RHS boys are looking to fulfill their volunteer hour needs.
 - ◆ Look into adding a section to the myrec software for volunteers to sign up to help.
5. Employee vacations.

- ◆ Jacqui will make a calendar for the TC school year and post within showing the most UTD vacation requests

6. Employee Checklist

- ◆ The current to do list will be revised to add “double check the windows that they are shut and secured.”

7. Calendar of activities for the 2015-2016 year. Confirm all activities for the year. Bus Trips, Deposits, Ticket purchases

- ◆ Nicole will update calendar to reflect trips off site
- ◆ Nicole rescheduled bus for Barretts Haunted Mansion for offsite trip next Friday October 16th. Tickets have been agreed upon to be sold for \$20.
- ◆ Kirsten will advertise this week at school and throughout until the day of the trip. Deposit has been sent for October 23rd, Halloween Dance. Entrance fee has been agreed upon..\$5.
- ◆ November 6th, FarmVisits petting zoo will visit the TC
- ◆ November 20th, Off site trip to Patriots Cinema to see the Mocking Jay.
- ◆ The TC will be closed the day after Thanksgiving.
- ◆ The TC students will be volunteering to wear costumes and host a booth with the youth commission at this year’s holiday stroll.
- ◆ The TC will be closed the day of the stroll as well.

8. Supply shopping

- Printer/copier... WE DO NOT NEED AT THE MOMENT
- Ladder ball....BOARD VOTED AGAINST
- Tables...Nicole will order 2 more tables for the corners.
- Basketball pumps
- Basketballs

9. General discussion

- ◆ W.B. Mason took pictures of the broken furniture, Nicole will contact Frank about going through the process of fixing the warrantied furniture.
- ◆ Add Jeanne to the circulation email for Board Meetings.
- ◆ Nicole will go to Bj’s and grab the concession stand items and gym supplies.
- ◆ If there is an incident in the TC ALL present staff MUST fill out an incident report and turn in to Andy before the end of their shift. Andy will leave all reports for Jeanne to review and communicate to the Town by Monday morning.
- ◆ Staff members that have keys need to obtain alarm codes through Rich ASAP.
- ◆ Renee is spearheading an art mural for the “Blue Room” at the TC. Board agrees that \$250. 00 Is the set budget for this project.

Next Meetings:

November 2nd at 7:30pm

December 7th at 7:30pm

January 4th at 7:30pm

February 1st at 7:30pm

March 7th at 7:30pm

April 4th at 7:30pm

May 2nd at 7:30pm

June 6th at 7:30pm

Next Meeting Agenda Items:

- ❖ Key tag system
- ❖ Treasurer Report/Budgeting
- ❖ Volunteers
- ❖ Incentives and Ideas
- ❖ Mural
- ❖ Outings and events

Adjournment

Meeting end time: 9:15pm